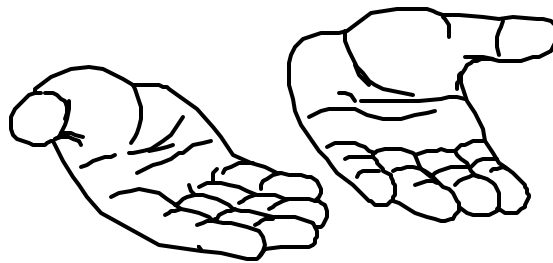


Module 12:

Volunteerism



Agenda

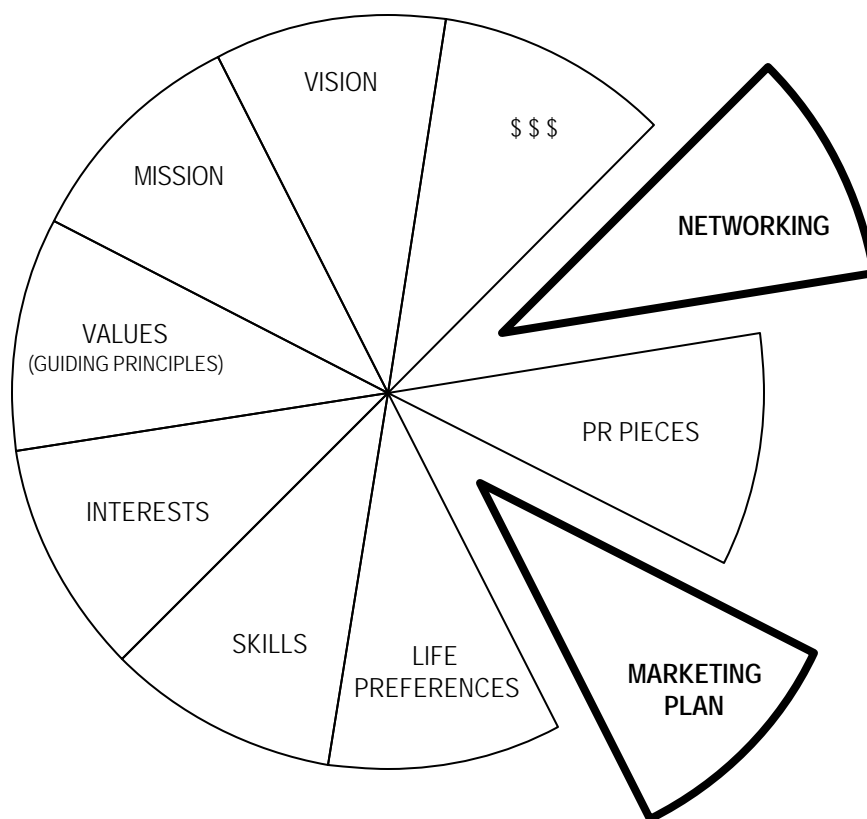
- Introduction
- Categories of Volunteer Organizations
- **Ex:** Identifying Your Skills
- Maximizing Your Volunteer Experience
- Volunteer Resumes
- Summary
- Evaluation

Objectives

At the end of this module, you'll be able to:

- Identify the right volunteer job for you.
- List the skills you have to offer.
- Maximize your volunteer experience.
- Develop a resume listing your volunteer experience.

Career Plan



As a military spouse, you may find that your lifestyle leads you someplace where finding employment is extremely difficult, as in the overseas areas. Or you may decide not to seek paid employment for a period of time. Volunteering is a way to enhance or keep up your skills, continue your employment (non-paid), and contribute to your community. These are all pluses when you seek a paying position.

Categories of Volunteer Organizations

INNOVATION

- Developing products to help those with disabilities or health problems
- Creating clubs or groups to keep kids off the streets
- Providing therapy for mentally and physically disabled

ALTERNATE POINTS OF VIEW

- Raising money for religious activities
- Sponsorship of minority issues
- Protecting the environment
- Protecting the civil rights of particular groups

CREATIVE AND HISTORICAL

- Preserving painting, sculpture, music, and dance
- Sponsoring ethnic art
- Donating money for education

HUMANITARIAN

- Helping drug addicts get healthy
- Transporting the disabled or elderly to church
- Visiting the sick, blind, and elderly
- Cleaning homes and supplying food for the needy.
- Caring for animals

EMERGENCIES

- Responding to natural disasters
- Running campaigns for prevention and elimination of diseases

Questions for Identifying the Right Volunteer Job

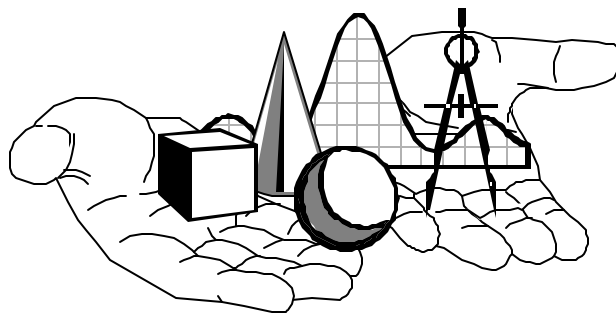
If you could do anything, what would it be?

How much time do you have to offer?

Where do you want to volunteer?

What are your reasons for volunteering?

Skills I Have to Offer...

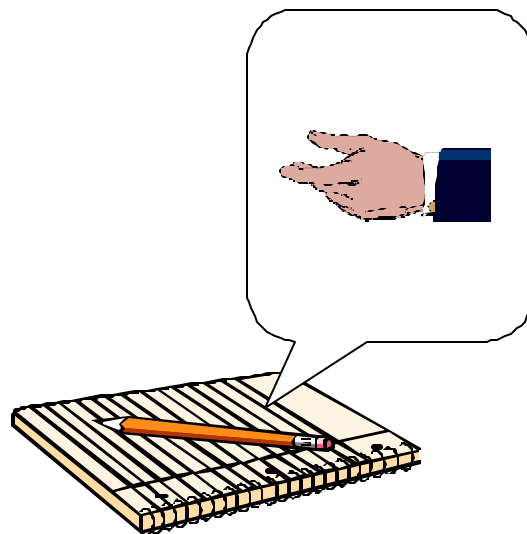


Guidelines for Maximizing Your Volunteer Experience

1. Before you sign up with an organization:
 - Meet with a few members, _____ any materials (e.g., newsletter) about the organization, look at their website.
 - Be sure the _____ of the organization do not conflict with your own.
2. Ask about the _____ statement.
3. Ask if anyone is _____ membership into the organization for reasons such as religious beliefs, occupation, race, and ethnicity.
4. Ask where the _____ to run the organization comes from.
5. Check with the local volunteer center about the _____ of the organization and how it treats volunteers.
6. As you begin arrangements for taking on volunteer work, ask the following questions:
 - What will I be responsible for?
 - Will I receive _____ to perform my volunteer job?
 - Who will be my _____?
 - What equipment will I have to use?
 - Who else will I be _____ with?
 - Any _____ data I should know about?
 - Will I receive _____ about my performance?

Guidelines for Listing Volunteer Experience on Your Resume

- Use the _____ format that's best for your experience.
- Include your title, length of time, description of specific _____ and equipment used.
- Listing certain controversial organizations can work against you.
- Don't list any experience if you aren't _____ with prospective employers assuming your sexual, racial, or political orientation.
- Be _____ with quantities and accomplishments.



Sample Volunteer Resume

Amy Ellway

11750 Foothills Dr. #113, Fort Collins CO 80526 (303) 258-3387

Email: AEllway@aol.com

OBJECTIVE

Position as a secretary to provide service by working with others and assisting with projects.

SKILLS

Administrative... Organization.... Writing.... Computer (MS Word, Excel, Power Point, Outlook)

EXPERIENCE

Membership Administrator

9/98 – Present

Ft. Collins Hospice Association

- Created and supervised 6 orientation programs.
- Planned programming for new member recruitment.
- Managed membership database for approximately 150 members.
- Personally greeted and guided new members; answered questions from members.
- Worked with MS Word, Excel, photocopier, calculator, and telephone.

Office Assistant

9/97 to 9/98

Glenview Baptist Church

- Typed letters and reports.
- Photocopied and collected documents; filed papers.
- Prepared and mailed materials.
- Delivered important documents.
- Operated MS Word, typewriter, photocopier, postage machine, and telephones.

Tour Guide

5/96 to 9/97

Foreign Visitors Association

- Kept current in fields of interest.
- Researched recent acquisitions.
- Conducted tours for groups from five to 35 people, one to three times a day.
- Greeted and guided approximately 250 guests and visitors daily.
- Assisted in development of new tours and presentations.

Sales Clerk

2/95 to 5/96

Harold's Museum and Gift Shop

- Operated cash register.
- Ordered inventory; stocked shelves.
- Created merchandise displays.
- Demonstrated items.

EDUCATION

B.A. Communications, Colorado State University

Expected Graduation May 20XX

Course Date _____ Instructor(s) _____

We want to provide you with the best possible training. Your reactions to this module will help us improve the training. Please circle one of the following five choices for each question:

SA (Strongly Agree); A (Agree); N (Neutral/Unsure); D (Disagree); or SD (Strongly Disagree).

Meeting Course Objectives:

- | | | | | | |
|---|----|---|---|---|----|
| 1. Identify the right volunteer job for you. | SA | A | N | D | SD |
| 2. List the skills you have to offer. | SA | A | N | D | SD |
| 3. Maximize your volunteer experience. | SA | A | N | D | SD |
| 4. Develop a resume listing your volunteer work experience. | SA | A | N | D | SD |

Contents:

- | | | | | | |
|---|----|---|---|---|----|
| 5. The amount of information covered was appropriate for the length of this module. | SA | A | N | D | SD |
| If you answered N, D or SD, was the amount of information covered: | | | | | |
| Too much? _____ Too little? _____ | | | | | |
| 6. The learning materials were clear and well organized. | SA | A | N | D | SD |
| 7. The examples used were appropriate for my situation. | SA | A | N | D | SD |

Instructor(s):

- | | | | | | |
|---|----|---|---|---|----|
| 8. The instructor(s) presented information clearly and understandably. | SA | A | N | D | SD |
| 9. The instructor(s) was/were available and responded to my questions and concerns. | SA | A | N | D | SD |

Course Administration:

- | | | | | | |
|---|----|---|---|---|----|
| 10. The length of the module was appropriate. | SA | A | N | D | SD |
| If you answered N, D or SD, was the module: | | | | | |
| Too long? _____ Too short? _____ | | | | | |
| 11. The classroom was comfortable. | SA | A | N | D | SD |
| 12. Breaks were adequate and well spaced. | SA | A | N | D | SD |

Overall:

- | | | | | | |
|---|----|---|---|---|----|
| 13. There was a good balance between exercises and lecture. | SA | A | N | D | SD |
| 14. I feel that I understand the ideas underlying the content we covered. | SA | A | N | D | SD |
| 15. How did you hear about this course? | | | | | |

Comments: (Use back if necessary)

